

California Prison Industry Authority

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR THE STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

PROMOTIONAL EXAMINATION FOR PRISON INDUSTRY AUTHORITY ONLY

FOR PRISON INDUSTRIES SUPERINTENDENT I (Meat Plant Operations)

THIS EXAMINATION IS BEING CONDUCTED UNDER A DEMONSTRATION PROJECT TO ESTABLISH AN ALTERNATIVE PROMOTIONAL EXAMINATION AND SELECTION PROCESS FOR FILLING SPECIFIED POSITIONS. IN ADDITION TO CANDIDATES COMPETING PROMOTIONALLY, INTERESTED INCUMBENTS AT THE PRISON INDUSTRIES SUPERINTENDENT I (MEAT PLANT OPERATIONS) LEVEL AND THOSE ELIGIBLE FOR LATERAL TRANSFERS WHO MEET THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO APPLY.

DIVISION: Meat Processing

LOCATION: Mule Creek State Prison, Ione, Ca.

POSITION TITLE: Prison Industries Superintendent I
(Meat Plant Operations)

SALARY RANGE: \$3833 - \$4619

FINAL FILING DATE: April 18, 2003

DUTIES/RESPONSIBILITIES

Under the direction of the Prison Industries Superintendent II (Meat Plant Operations), this position is responsible for assisting the overall planning, organization, and supervision of the meat processing enterprise within Mule Creek State Prison.

MAJOR DUTIES OF THE POSITION INCLUDE

- Supervises a group of staff and inmates in the daily operational functions of a meat processing plant. Plans and schedules inmate labor, raw materials and equipment to meet production requirements; has the lead responsibility for a safety program, quality control as relates to our current Hazardous Analysis Critical Control Point Program, process control, inventory control, material research and procurement. Inspects product for compliance with quality control under United State Department of Agriculture procedures.
- Ensures that proper discipline, safety and security are maintained within the work area; inspecting and searching inmates and premises for contraband, such as weapons and/or illegal drugs, and performing shakedowns. Ensure the integrity of institutional tool control procedures and inmate counts. Secures work area at end of shift. Provides direction for the daily sanitation of the meat plant.

- Assists in the selection of inmate workers, provides training to staff and inmates in meat cutting. Coordinates and monitor the preventive maintenance requirement for the meat processing plant. Ensures that all staff complies with the requirements of the Inmate Employability Program (IEP) and Injury and Illness Prevention Plans (IIPP).

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the Prison Industry Authority and meet the following qualifications by the final filing date in order to participate in this examination:

Either I

One year of experience in the California state service performed the duties of an Industrial Supervisor, Prison Industries (Meat Plant Operations), in a Prison Industry Authority meat plant operation enterprise.

Or II

Three years of production experience in meat plant operation enterprise or trade, at least one year of which shall have been in a supervising capacity.

KNOWLEDGE AND ABILITIES

Knowledge of: Methods, materials, machinery, processes, tools, and equipment used in industrial operations; production scheduling and control; quality standards and control; safety practices and orders; materials handling techniques; principles of personnel management and supervision, budget preparation, and cost control; the Department's equal employment objectives; a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: Set up, repair, maintain, adjust, and operate required equipment, make labor and material estimates; instruct and supervise staff, inmates, or residents in production techniques and safety practices; maintain firm, impartial, and consistent discipline; understand rules, regulations, laws, and procedures; analyze situations accurately and take effective action; keep records and prepare reports; read and write English at a level required for successful job performance; effectively promote equal employment and maintain a work environment that is free of discrimination and harassment.

RATING CRITERIA

1. Knowledge in Hazardous Analysis Critical Control Point Program.
2. Knowledge in United State Department of Agriculture Policies and Procedures.
3. Knowledge in the Sanitation Standard Operational Procedures.
4. Knowledge of the injury and Illness Prevention Plan (IIPP).
5. Knowledge of the Inmate Employability Program (IEP).

DESIRABLE QUALIFICATIONS

1. Good verbal and written skills.
2. Knowledge of Tool Control Procedures.

EXAMINATION INFORMATION

This examination will consist of a screening of the applications and interview. The minimum qualifications and rating criteria listed on this bulletin will be used to screen applicants. Therefore, it is important that each applicant provides specific information on how his/her experience, knowledge, and abilities are applicable to the minimum qualifications and rating criteria. The interview will include a number of predetermined questions related to the knowledge, abilities, and desirable qualifications listed on the bulletin.

All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and official employment titles. Applications/resumes received without this information will be rejected.

ELIGIBLE LIST INFORMATION

A certification list will not be established as a result of this examination. This examination is only for the specific position identified within this bulletin. Applications received will not be maintained for future positions.

FILING INSTRUCTIONS

Standard state applications (Form 678) must be filed by mail or in person to the address listed below. On your application, please indicate the **exam title** and **location** if the position you are interested in.

Submit applications to:
Prison Industry Authority
Mule Creek State Prison
Attn: Andres N. Arredondo
P. O. Box 409050
Imperial, Ca 95642

All applications must be received or postmarked by the **Final Filing Date**. Applications postmarked after the final filing date will not be accepted for any reason.

Questions regarding this examination process should be directed to: Teresa Ott, Examination Services Unit, at (916) 358-2696.

CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING INPAIRED:
FROM TDD PHONES: 1-800-735-2929, FROM VOICE PHONES: 1-800-735-2922